

The Southern Baptist Theological Seminary

Position Description

Position Title: Catering Server

Department: Pioneer College Caterers

Position Code: I0533

Date Prepared: 7/31/15

FLSA Status: Exempt Non-Exempt

Full Time: Yes No

JOB SUMMARY:

The responsibility of the Catering Server is to ensure a smooth experience for our dining patrons.

ESSENTIAL JOB FUNCTIONS:

The employee in this position will have the following essential job functions:

- Assist with setting up events
- Serve as a wait-staff waiter

Performs other duties as may be assigned by supervisor.

EDUCATION:

The person in this position should have some basic schooling.

EXPERIENCE:

Previous experience is not necessary. Position requires high energy, self-motivated individual. Will train.

SUPERVISION:

The person in this position will supervise no one.

The person in this position will report to the Catering Manager and the Food Service Director.

WORK ENVIRONMENT:

The person in this position will work in an ever changing, fast paced environment. Hours are flexible.

EQUIPMENT:

The person in this position will use the following equipment: ice machine, coffee and tea machine, hot boxes, ovens, and occasionally the dish machine.

I have received a copy of my job description, which outlines the responsibilities, required skills, education and experience; and the physical and mental requirements of my job. My signature below indicates that I have read and fully understand the requirements and that I am able to perform the essential job functions as outlined. I also understand and agree that this job description cannot be construed as an implied employment contract and that my relationship with the Seminary is still “employment-at-will”.

Employee Signature

Date

Supervisor Signature

Date